

Lexington-Fayette Urban County Government OFFICE OF THE MAYOR

Office of the Mayor Communications Internship Description

Title: Communications Intern

Department: Office of the Mayor

Salary Range: This internship is non-paid

Hours: 10-15 per week, Monday through Friday, days(s) with flexible hours. Open during fall, spring and summer semesters.

Objective

This is an entry level internship aimed at undergraduate or graduate students looking to earn credit or gain experience in public policy, press and constituent communications. Under the general direction of the Mayor's Communications Director the intern will conduct research, process certifications and internal/external correspondence.

Duties

- Write and manage necessary documentation including: proclamations, letters, commemorations, etc.
- Perform research and evaluation related to the city's media and citizen relations efforts.
- Assist and manage projects as assigned by the communications team.

Requirements

This position requires:

- Interest in public policy
- Strong writing and communication skills
- Ability to proofread and edit documentation
- Computing software knowledge including email, internet and MS Office, social media
- A professional attitude

Application Instructions

Please submit a resume and cover letter indicating hours of availability to John Wilkinson, Communications Specialist, LFUCG Office of the Mayor, by email jwilkinson@lexingtonky.gov or by fax 859-258-3194

This internship opportunity satisfies the University of Kentucky's School of Journalism and Telecommunications JAT399 requirements.